



Enrollment Audit /Residency Verification

LEA Training Session

Office of the State Superintendent of Education
September 5, 2013



Agenda

9:00am - 9:05am	Welcome and Agenda Overview
9:05am - 9:35am	Audit Changes and Residency Verification
9:35am -9:50am	Homeless Students
9:50am- 10:20am	Data Management
10:20am- 10:30am	Break
10:30am- 10:55am	Special Education
10:55am-11:25am	English Language Learners
11:25am-11:50am	Head Count Day
11:50am-12:00pm	Questions

Enrollment Audit Changes



Differences between SY 12 and SY 13

Direct Certification

Enrollment Audit 2012-2013

- List of direct certified students given to OSSE
- Residency verification confirmation
- Students were a part of the sample size
- 49% of student population in the District

Enrollment Audit 2013-2014

- Direct certified students entered into SLED by October 7, 2013
- Students will not be included in sample
- LEA still expected to collect documentation.

Sample Size

Enrollment Audit 2012-2013

- 25 students were sampled.
- Residency documentation confirmed.
- Included direct certified students.
- Student flagged if documentation missing.

Enrollment Audit 2013-2014

- 10% of student population sampled
- School passes- clear for verification documentation
- School fails- another 10% will be taken Subject to full audit in upcoming SY.
- Residency Investigations/Flagged Students from SY 12-2013 will also be sampled.

SPED- Child Count

<u>Enrollment Audit 2012-2013</u>	<u>Enrollment Audit 2013-2014</u>
<ul style="list-style-type: none">- Child Count Day December 1, 2012- Process of verifying specialized education data- Does not involve on-site head counting- Separate timeline from Enrollment Audit	<ul style="list-style-type: none">- Child Count Day October 7, 2013- Resolution process take place with physical head counts- Reduces LEA burden by shifting from two official student data audits to one- Streamlines training and technical assistance

Data Quality

<u>Enrollment Audit 2012-2013</u>	<u>Enrollment Audit 2013-2014</u>
<ul style="list-style-type: none">- Used SLED as the system of record for the enrollment audit- Used the Enrollment Audit QuickBase tool to provide LEAs a view of their data as it appears in SLED.	<ul style="list-style-type: none">- Will continue to use SLED as the system of record for the enrollment audit.- LEAs will be able to log directly into SLED to view data.

Residency Verification



Residency Verification Overview

- DC residents entitled to free public education; priority enrollment. Nonresidents must pay tuition
- Annual residency verification by October/10 day deadline

LEA Responsibilities – Verification Process

- Verify residency documentation and maintain copy
- Ensure DC Residency Verification Form is completed and signed by school official and party enrolling student
 - Parts A and C are always required (signature dates may be different)
- Ensure that:
 - Photocopies are clear and legible
 - Documentation satisfies requirements
 - Documentation submitted by proper party



LEA Responsibilities

Follow-up with Parents of Non-verified Students

- Contact with parent or caregiver is crucial
 - Early contact – before October 7 deadline – is best
- Follow-up may uncover important information that triggers affirmative responsibilities
 - Homeless student – *no residency documents required; referral form*
 - Non-resident or suspected non-resident student – *tuition; possible un-enrollment; investigation to confirm nonresidency*
 - Other scenario where student just can't provide documents – *home visit, referral to DCPS residency office or PCSB, contact OSSE.*

LEA Responsibilities – Other Issues

- 1) Other primary caregivers 2) Tuition Payment 3) Non-public Placements
- 4) Un-enrolling non-verified or confirmed non-resident students

Scenarios

- Mom registers her child. First day of school, dad drops off child and provides his residency documentation. Is this okay?
- Child lives with aunt in DC because child's parent, who is a resident of VA, is deployed. Can student register as a resident and whose documents must be submitted?
- 17 year old student from MD marries a DC resident. Her parents still live in MD. Does she have to pay nonresident tuition?
- Parent registers child at school. Later on, the child brings in the parent's residency documentation to confirm residency. Is this acceptable?



Residency Verification

Absent Student Hierarchy

- Process to protect funding for students that are not in attendance during official head count day.
- Gives LEAs the opportunity to provide documentation that shows a student is enrolled.
- To allow LEAs the option to receive funding for absent students.

Residency Verification

Alternative and Special Education Schools

<u>Hierarchy Order</u>	<u>If Only One LEA Claims Student as Enrolled...</u>	<u>If Multiple LEAs Claim Student as Enrolled</u>
1. Withdrawal Code	<ul style="list-style-type: none"> - Does not apply. Skip to #2 	<ul style="list-style-type: none"> - Auditor check to ensure student not withdrawn in SLED. - If withdrawn in SLED, student cannot be claimed.
2. Note from parent/ legal guardian/ doctor etc.	<ul style="list-style-type: none"> - Student absent due to illness, court order appearance, school suspension - LEA may provide signed note. - LEA may provide official documentation of court order appearance, suspension etc. 	<ul style="list-style-type: none"> - If more than one LEA provides documentation for reason of absence, move to #3 in hierarchy.

Residency Verification

Alternative and Special Education Schools (cont.)

<u>Hierarchy Order</u>	<u>If Only One LEA Claims Student as Enrolled...</u>	<u>If Multiple LEAs Claim Student as Enrolled</u>
3. Attendance Records	<ul style="list-style-type: none"> - Demonstrate at least 1 day of attendance between September 20 to October 21 - Cannot pre-date or post date the day of the head count - Every class does not need to be demonstrated. - Must be a class where physical attendance takes place. 	<ul style="list-style-type: none"> - LEA to demonstrate attendance on October 7. - If no LEA can demonstrate this, auditor will make final decision. - Decision based on LEA with total amount of days student attends.
4. School Work	<ul style="list-style-type: none"> - Two pieces of school work or exam documentation. - Include student name and date. - Electronic submission with date stamp and USI ok. 	<ul style="list-style-type: none"> - School work or exam documentation on October 7. - If this can not be given, LEA with most school work submission.

Residency Verification For Adult Students

<u>Hierarchy Order</u>	<u>LEA Claiming student must provide</u>
1.Student-signed Affidavit	Adult student must sign an affidavit attesting that the student is enrolled in the LEA program. If the LEA cannot get a signed student affidavit, the LEA must move to #2.
2.Attendance Records	Demonstrate attendance at least one day during the time period of September 20 to October 21. The attendance cannot pre-date the first day of the current school year or post-date the day of the LEA's enrollment audit head count.
3. School Work	Two pieces of school work or exam documentation (including student's name and the date of the work) during the time period of September 20 to October 21. Electronically submitted work or exams that have a date stamp and show the student's name or unique student identifier will also be

Homeless Students

The McKinney-Vento Homeless Education Assistance Improvement Act (MKV)



Background Information

- The MKV program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school.
- States and districts are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.

MKV Eligibility – Who is Covered?

Children who lack a fixed, regular, and adequate nighttime residence:

- Sharing the housing of others due to loss of housing, economic hardship, or similar reason (Doubled-Up)
- Living in motels, hotels, trailer parks, camping grounds due to lack of adequate alternative accommodations
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Awaiting foster care placement
- Living in a public or private place not designed for humans to live
- Migratory children living in above circumstances

MKV Enrollment Barriers

- A school selected on the basis of a “best interest determination” (see G-1 and G-2) must immediately enroll the homeless child or youth, even if the child or youth is unable to produce the records normally required for enrollment (such as previous academic records, medical records, **proof of residency**, birth certificates, or other documentation). The enrolling school must immediately contact the school last attended by the child or youth to obtain relevant academic or other records.
- Homeless Children and Youth Program Non-Regulatory Guidance



MKV Steps for LEAs

- Identify and train the homeless liaison and pertinent staff
- Strategically identify homeless students
- Complete the OSSE Confidential Referral form. Place a copy in the student's secured record, and send a copy to OSSE.
- Work with the family to obtain any missing documentation that can be retrieved with support.*
- Follow-up with the family to identify any needs that may be barriers (uniforms, transportation, etc.)

*Student must be enrolled and participating fully in school while gathering missing documentation.

Data Management

Data Management Process

- OSSE will use QuickBase applications, EASYIEP (SEDS), and SLED this year for the audit.
- SLED will be updated daily based on the ProActive feeds from the LEA Student Information Systems (SIS), EASYIEP, and the Enrollment Audit 2013 QuickBase tool
- Throughout the entire audit process, it is the LEAs' legal responsibility to ensure that their data are accurate, complete, and valid.

Term	Definition
Accurate	The data correctly represent reality.
Complete	All required data elements contain values.
Valid	All values entered conform to permitted attributes.

Data Management Timeline

September 16 - October 7, 2013

- LEAs review their data displayed in SLED
- LEAs resolve any data discrepancies by making changes in their SIS, the Enrollment Audit 2013 QuickBase tool, and EASYIEP (SEDS)
- LEAs verify appropriate residency documentation for each student

October 7, 2013 5:00 pm

- SIS data final for the October 7 roster

October 10-11, 2013

- LEAs verify October 7 data displayed in SLED
- Utilize the OSSE Support Tool, a QuickBase application, to log any discrepancies and request support

October 11, 2013 5:00pm

- Submit the Enrollment Audit Verification and Child Count Certification Form to OSSE



Data Management October 7 Deadline

- OSSE strongly encourages LEAs to have their student data up-to-date in their SIS (and reflecting accurately in ProActive in the case of charter LEAs), EASYIEP (SEDS), and the Enrollment Audit 2013 QuickBase Tool well before the deadline.

Data Management ProActive Input

- **Enrollment Data**

- Are all the students who are in your school currently in ProActive?
- Are all the students who are NOT currently attending your school exited from your system (with appropriate and valid exit DATE and CODE)?
- Are students names spelled correctly, in Proper Case (not ALL CAPS)?
- Do all students have OSSE appropriate and valid entry codes (not 9999) and entry dates?
- Is the student in the correct grade/level?

Data Management ProActive Input

- **Don't forget to enroll students who are receiving special education services at non-public schools!**
 - Enroll them in your school in ProActive and specify the special education school.
 - Don't enroll them in an Audit Room.
 - Re-enrolling students need to be re-enrolled in ProActive for 2013-14 even if they're continuing at the same non-public school.



SLED Data Discrepancies

For data discrepancies identified prior to October 7

- Review and correct data in source system (SIS, QuickBase, or EASYIEP)
 - Wait up to 2 business days and check SLED again to see if the issue resolved.
- If issue persists, submit a message to the OSSE Support Tool in QuickBase.

For data discrepancies identified between October 10/11

- Data are frozen based on the October 7 SIS and SEDS information (certain data elements are also frozen in the OSSE Enrollment Audit QuickBase Tool). LEAs must submit a message to the OSSE Support Tool in QuickBase detailing the issue by 5 pm on October 11, 2013.

Break
10 Minutes

Child Count



Child Count Process Overview

Phase I

- LEA Attend Training

8/23/13 or 9/5/13

Phase II

- LEA Access, Review, and Correct

9/16/13-10/7/13

Phase III

- LEA Submit Certification

10/10/13-10/11/13

Phase IV

- OSSE Analysis

10/15/13-11/15/13

Phase V

- LEA Review and Resubmit

11/18/13-12/13/13

Review and Correct

- Data displayed reflects information in source systems (STARS, ProActive, SEDS)
- Each student record has several data elements and comes from (student information system) and/or Special Education (from SEDS)

Child Count Summary of Actions

Data Type	Examples	Action required
Demographic	<ul style="list-style-type: none"> •Name •DOB •Race •Ethnicity 	<ul style="list-style-type: none"> • Review • If accurate, no action required • If inaccurate, make update in source system (STARS or ProActive)
Special Education*	<ul style="list-style-type: none"> •Disability* •IEP date •Educational Environment •Dedicated Aide 	<ul style="list-style-type: none"> • Review Disability: If accurate, no action required; If inaccurate, make update in source system (SEDS) • Review IEP Date: If accurate, no action required; If inaccurate, make update in source system (SEDS) • Review Environment: If accurate, no action required; If missing or inaccurate, make update in source system (SEDS) • Review/update dedicated aide information to ensure accuracy. If inaccurate, update OSSE Enrollment Audit 2013 QuickBase Tool with right information to display in SLED.

Child Count Using Management Tools

- All corrections/updates to data must be made in source systems (Student Information Systems and SEDS)
- The one exception to this is data regarding Dedicated Aide. If the data displayed in SEDS for any students who have a dedicated aide is inaccurate, that data can be updated/corrected in the OSSE Enrollment Audit 2013 QuickBase Tool.



Child Count A Closer Look: Amendments

- All IEP amendments for corrections to special education data should be made prior to October 11, 2013.
- Any IEP Amendment completes between October 15, 2013 and November 14, 2013 for the purposes of correcting Child Count data must be submitted to OSSE in the OSSE Support Tool by the LEA Administrator.
- In the context of IEP amendment, the term typographical error refers to text that is inconsistent with the LEA and parents' shared understanding, based on a prior IEP or IEP Team discussion, of a specific requirement or term found in a student's existing IEP.

Child Count A Closer Look: Environments

- The educational environment for students will be displayed based on the Least Restrictive Environments Section in the IEP Process in SEDS.
- If the Educational Environment is missing or inaccurate in SLED, LEAs must hold an IEP meeting or complete an IEP Amendment in SEDS.
- In the context of IEP amendment, the term typographical error refers to text that is inconsistent with the LEA and parents' shared understanding, based on a prior IEP or IEP Team discussion, of a specific requirement or term found in a student's existing IEP.

Child Count A Closer Look: Environments

- Tip for Independent Charters: Be sure to select “Separate School” in SEDS as the environment for students placed at nonpublic schools.
- In the context of IEP amendment, the term typographical error refers to text that is inconsistent with the LEA and parents’ shared understanding, based on a prior IEP or IEP Team discussion, of a specific requirement or term found in a student’s existing IEP.

Child Count Troubleshooting-Errors in Data

Issue 1: Error in data related to IEP (e.g. special education hrs)

Check the following...	If no, take this next step
Data correct on most recent IEP?	Hold an IEP meeting or follow procedures for IEP amendment.
Data correct in workspace for a recently held meeting?	Finalize most recent event in SEDS.

Issue 2: Error in data related to Eligibility (e.g. disability)

Check the following...	If no, take this next step
Most recent eligibility held prior to October 7, 2013?	No action. Disability as of October 7, 2013 will display.
Data correct on most recent eligibility and IEP?	If no, update information in SEDS. If yes, work with your LEA admin. If they cannot solve, then they can submit a request for support to <u>OSSE Support Tool</u> .



Child Count Troubleshooting-OSSE Support Tool

<https://octo.quickbase.com>



Child Count Prepare for Certification

- Be sure all students listed were receiving services as of **October 7, 2013**.
- Ensure all demographic and special education information is accurate for all students.
- Be sure the educational environment indicated is accurate.



Child Count Generate a Roster

- All certification documents **MUST** be submitted with a roster attached.
- Follow directions in SLED for generating a roster.
- Do not hand write corrections to data on roster.



Child Count Submit Certification

- LEAs must certify that all Child Count information is correct via SLED **no later than 5:00 pm, Friday, October 11, 2013:**
- Remember: DCPS will certify the data for students with disabilities for Dependent Charters since these LEAs elected DCPS as their LEA for special education.
- Failure to submit timely documentation could result in:
 - Impact on local determinations
 - Impact on funding

Child Count Analysis

- OSSE will review all data submitted to find the following, not limited to:
 - Students duplicated across LEAs
 - Students with missing demographic information
 - Students that are not ages 3 through 21
 - Students with primary disability of developmental delay older than 7 years old
 - Discrepancies in Educational Environment



Child Count Report to LEAs

- As a result of OSSE analysis, by November 13, 2013 LEAs will receive a report of the following:
 - Issues identified in OSSE analysis
- LEAs will have an opportunity to make corrections and resubmit a certification with an updated roster from SLED **no later than December 13, 2013 at 5:00pm.**



Child Count Review & Resubmission

- If the LEA receives one or more issues identified through the analysis process, corrections must be made and the LEA **must recertify no later than December 13, 2013.**
- Follow directions for making corrections and submitting certification as outlined in this presentation and in the OSSE Child Count manual.

Limited English Proficiency (LEP)

Sample Audit

LEP Sample Audit

- LEP students in the District of Columbia qualify for supplemental funding through the D.C. Uniform Per Student Funding Formula (UPSFF)
- Students must meet all **four** conditions of the federal definition of NEP/LEP as it is written in *The No Child Left Behind (NCLB) of 2001* in order to qualify as LEP.

LEP Definition

- A. The individual is aged 3 through 21;
- B. The individual is enrolled or preparing to enroll in an elementary school or secondary school;
- C. (i) The individual was not born in the U.S. or whose native language is a language other than English;
or
(ii) (I) The individual is a Native American or Alaska Native, or a native resident of the outlying areas;
and (II) The individual comes from an environment where a language other than English has had a significant impact on the individual's English language proficiency; or
(iii) The individual is migratory, his/her native language is a language other than English, & he/she comes from an environment where a language other than English is dominant; *and*
- D. An individual whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual
 - (i) the ability to meet the state's proficient level of achievement on state assessments;
 - (ii) the ability to successfully achieve in classrooms where the language of instruction is English;
 - (iii) the opportunity to participate fully in society.

LEP Process Overview

LEP student universe will be based on October 7 roster

Remove students who automatically qualify as LEP

For each school, randomly sample the higher of 10% and 5 LEP students from the remaining roster

Request documentation for the students sampled (schools upload documents to Quickbase)

FS Taylor will review the documentation and make determinations

LEP Approval of LEP Status

- Any student whose documentation is complete and current and whose assessment score is qualifying (i.e. below the proficiency thresholds) will be verified as LEP.
- Any student for whom documentation is insufficient or whose assessment score is above the proficiency threshold will be denied LEP status.

LEP Process Overview (cont.)

Full school LEP audit

- If more than 2 students in a school cannot be verified as LEP during the initial sample audit, FS Taylor will request and review the LEP documentation for all LEP students at the school from the roster provided by OSSE.
- If 2 or fewer students in a school cannot be verified as LEP during the initial LEP sample audit, then all LEP students at the school, *except those whose statuses could not be verified*, will be verified as LEP.

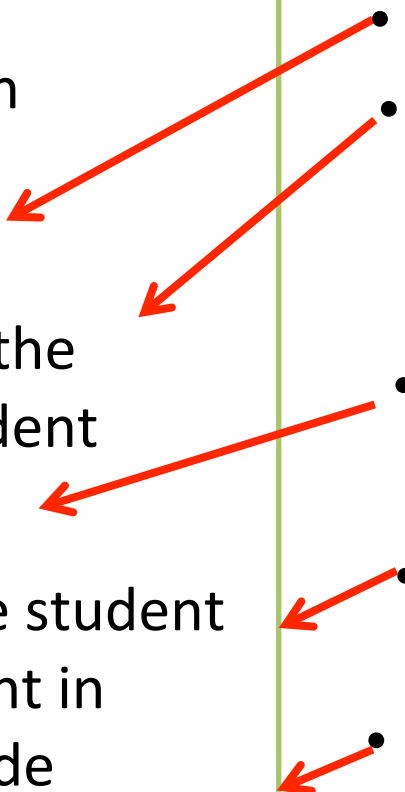
LEAP Acceptable Documentation

- Only official scoring sheets will be accepted.
- Documents created by the LEA should not be reviewed.
- No retroactively altered documentation will be accepted.

All assessments submitted must include *all* of the following data elements:

- Student's first and last name
- Most records should also have USI, but this is not necessarily required
- Student's date of birth
- Student's grade level on the assessment date
- Date when student was assessed

LEP The Review Process

1. Verify that the documentation submitted
 - a) is complete
 - b) represents the correct student
 - c) is current
 2. Ensure that the student took assessment in acceptable grade
 3. Verify that the assessment score qualifies the student as LEP.
- Check for all required elements
 - Compare student identifiers provided by school to those in original file by OSSE
 - Compare date assessment administered to dates permitted
 - Compare grade on assessment to acceptable grade levels
 - Compare the student's proficiency level to the proficiency threshold for the given assessment. Check adjusted scoring when necessary.
- 
- Four red arrows originate from the right-hand list and point to specific items in the left-hand list. The first arrow points from the first bullet point to item 'a) is complete'. The second arrow points from the second bullet point to item 'b) represents the correct student'. The third arrow points from the third bullet point to item 'c) is current'. The fourth arrow points from the fourth bullet point to item '2. Ensure that the student took assessment in acceptable grade'.

LEP Other Important Details

- Students identified as LEP after October 7, 2013 will not be included in the audit. Schools must submit LEP documentation for these students during appeals.
- Students who were not enrolled as of October 7, 2013 *can not* submit LEP documentation for students through Appeals.

Head Count Day

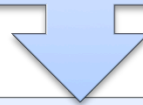


Audit Process Important Dates

- September 13, 2013 - Schedule confirmations signed and returned
 - Return via email or fax
- October 7, 2013- LEA must enter data into SLED
- October 11, 2013 - Enrollment Data Review
- October 15, 2013- November 15th- Count Day
- November 18, 2013- November 27th- Audit Resolution
- December 16, 2013- December 20th- Appeals Process

Audit Process Workflow

AUDIT SCHEDULE CONFIRMATION DEADLINE – September 13th



COUNT DAY PROCESS

Head Count

Residency Verification & Sample
Testing

Communication of Findings
(issued within 2 business days)



AUDIT RESOLUTION

Resolution Packages
(due to auditors within 5 business days
from count day)

Resolution Meeting
(Date and Time confirmed by LEA)



REPORTING

Pre-Appeal Data

OSSE Appeals Process

Post- Appeal Data



Audit Process Data Integrity

- Ensure SLED data is correct (**double check**)
 - Verification October 7 – 11; Certified October 11
- OSSE will provide enrollment data to F.S. Taylor on October 11
- Individual classroom rosters must correspond to the **DAY** and **TIME** of your scheduled enrollment audit

Count Day Physical Head Count

Audit Teams

- Arrive at confirmed location and time
- Audit will begin promptly

Students

- Remain in classrooms until count completed
- Tardy students remain in designated area and will be counted

Teachers

- Call names on rosters
- Validate grade levels, if applicable
- Certify count totals, comments and grade levels recorded on rosters

Count Day Residency Verification

Student Binders

- Sorted alphabetical order by last name
- Minimum of 3 binders, for each count location

Binder Content

- Residency verification forms
 - DC Residency Form
 - Home Visitation Residency Form
 - Homeless Referral Form
 - Parent Residency Verification Retention Form (Opt Out)

Audit Testing

- 100% of residency forms
- Random sample of support for residency determination
- Examination of residency forms for students attending non-public schools
- Tuition records or other pertinent information, as applicable



Count Day

Residency Verification Sample

- Direct Certification
 - Students who are direct certified will not be tested.
- Sample Size Includes:
 - All prior year residency exceptions
 - OSSE flagged residency issues
 - 10% of students who have not been direct certified
- Sample Selection – **provided** and **tested** on count day
 - Examine documentation obtained from parent or guardian

Count Day Residency Sample

Expanded Testing

- If errors of 10% or greater are noted in the initial sample, FSTA will perform additional testing.
- Expanded sample size is 10% of remaining untested and non-direct certified population.
- Second Sample – will be **provided** and **tested** on count day

Count Day Communication of Findings

- Two Business Days
 - Email communication
 - Summary reports which document:
 - Absentees
 - Residency discrepancies
 - Other relevant open audit points
 - Date and time
 - Resolution package due date
 - Resolution meeting
 - Instructions for resolution process

Audit Resolution Packages

Documentation

- Absent Students – In accordance with OSSE hierarchy policy
- Residency Discrepancies – Forms and supporting documents submitted
- Other noted discrepancies
- Must be certified by LEA designee

Timetable

- Submitted within five business days from count day

Delivery Method

- Upload to secure site
- Email: enrollmentaudit2013@FStaylor.com
- Fax: 202- 898-0208
- Subject: School Name_LEA Designee resolution package

Audit Resolution Process

Resolution Packages – Received from LEA within 5 business days of count day

- Received and reviewed by auditors
- Determine the sufficiency of supporting documentation
- Email LEA designee if additional information is required

Resolution Meeting – Date Pre-determined

- Auditor will discuss preliminary enrollment audit numbers
- LEA **MUST** retain copy of documentation presented at resolution meeting
 - **NO** new documentation can be submitted **DURING** appeal process.
- LEA designee signature acknowledges audit results and findings

LEP Resolution Process

Audit Process	Description
Important Dates	<ul style="list-style-type: none"> • Date due to OSSE October 7, 2013 • Audit October 15 through November 13, 2013 • Resolution meetings – November 14 through November 27, 2013
LEP Document Review	<ul style="list-style-type: none"> • Direct certified students will not be tested • LEP sample will be greater of 10% or 5 LEP students • Two or more discrepancies with trigger audit of remaining population • Documentation required within 5 business days of FSTA communication
Resolution & Reporting	<ul style="list-style-type: none"> • LEP resolution meetings will be scheduled from November 14 through November 27, 2013 • LEP representative must acknowledge receipt of audit results



Reporting Pre-Appeals and Post-Appeals Data

- Pre-Appeals enrollment data
 - FSTA will provide to OSSE on December 2
 - Data based on the resolution of information presented during the audit process
- Pre-Appeals enrollment data
 - Released by OSSE to LEAs on December 4

Reporting Appeals Process

- December 16, 2013 through December 20, 2013
- **NO** new documentation can be submitted **DURING** appeals process.
 - Only documentation presented during resolution meeting will be considered
- All appeals will be presented before a panel
- Each LEA may appeal an enrollment, grade, or residency decision.
- LEA evidence is presented during the appeals process and OSSE's conclusion on the particular matter
- Issue post-appeal reports which capture all appeal decisions



Help Resources

- OSSE Enrollment Audit Handbook: OSSE website
- New account requests: OSSE Support Tool
- Account problems/troubleshooting: OSSE Support Tool after consulting with your LEA admin
- Issues with demographic data: ProActive or STARS representatives
- Questions about Educational Environments: OSSE Support Tool after consulting with your LEA admin
- Residency Fraud Hotline – (202) 727-7224



Contact Information

OSSE

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FS Taylor

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Questions/ Comments